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AGENDA  
FOR THE  
CIA CAREER COUNCIL

18th Meeting, Thursday, 9 February 1956, at 4:00 p.m.  
DCI Conference Room, Administration Building

1. Minutes of the 17th Meeting; (attached) for approval.
2. "Foreign Language Development Program", memorandum to DD/S from ad hoc Committee, dated 31 January 1956; (attached) for discussion and approval.
3. Assignment and Promotion; implementation of policy recommended by the Council to the DCI and approved by him; (attached) for approval.
  - \* a. "Identification of T/O Positions with a Career Service and Board or Panel", proposed memorandum to DD/I and DD/P from DD/S, dated 30 January 1956.
  - b. "Assignment", proposed revision of [REDACTED] dated 30 January 1956.
  - c. "Promotion", proposed revision of [REDACTED] dated 30 January 1956.
4. New business.

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Action: See ¶ 4 of Minutes (attached).

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2 February 1956

BRIEF

On 10 November 1955 the Council recommended to the Director new and more flexible promotion and assignment policies, together with a mechanism for their control. These he has approved. In order to implement these policies it is necessary to identify all positions on T/O's with Career Services so that the control - the Career Service Grade Authorization (CSGA) - may be calculated.

Attachment 3a, "Identification of Positions", will achieve this first step and should receive priority action.

Attachments 3b "Assignment" and 3c "Promotion" show how the CSGA will be used. These regulations will not be issued until the CSGA can be calculated and issued. However, it is requested that the Council approve the regulations at this time in order to provide a firm base for the required action during the ensuing three months.

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30 January 1956

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ASSIGNMENT

RESCISSION: [REDACTED] dated 9 October 1954

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1. GENERAL

This regulation establishes policy, responsibilities and procedures for the assignment of staff employees, staff agents, and detailed military personnel within the Agency. It does not apply to assignments involving grades GS-16, 17, or 18 or to assignments of employees compensated in accordance with Wage Board or Negotiated Wage Schedules.

2. POLICY

- a. According to the needs of the Agency, personnel will be assigned to positions involving duties and responsibilities which are commensurate with their abilities and which will, whenever possible, offer them opportunity for growth and development.
- b. All detailed military personnel will be assigned to a regularly established position.
- c. Normally an individual's grade will correspond to the grade of the position to which he is assigned. However, he may be assigned to a higher or lower graded position within the limitations prescribed by this regulation, when it is in the best interests of the Agency due to such circumstances as:

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- (1) The individual is the only qualified person available for a position which must be filled immediately because of operational needs.
  - (2) A particular assignment is desirable to provide an individual with certain experience to qualify him for future assignments in which he would be of greater value to the Agency.
  - (3) The individual possesses qualifications of evident value to the Agency in positions of his own grade, and although no immediate assignment at that grade is available, staffing plans indicate the availability of an appropriate position in the foreseeable future.
- d. Assignment of a person to a lower graded position will be preceded by an explanation to him of the reason(s) for the action and a notation of this explanation will be made a matter of record in the Official Personnel Folder.

3. CAREER SERVICE GRADE AUTHORIZATION (CSGA)

The Career Service Grade Authorization (CSGA) is a tabulation by grade of all authorized General Schedule positions which have been identified with each Career Service in accordance with [REDACTED]. The CSGA represents the basis for planning and controlling the grade level distribution of the members of each Career Service and provides a guide for maintaining personnel assets in balance with personnel requirements. The grade distribution of all members of each Career Service together with the assimilated GS ranks of those military personnel who are assigned to General Schedule positions designated to the Career Service, may equal but not exceed the Career Service Grade Authorization.

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4. RESPONSIBILITIES

a. OPERATING OFFICIALS

Operating Officials are responsible for:

- (1) Providing job data and information concerning the duties, responsibilities and qualifications requirements of positions within their organizations;
- (2) Making recommendations to the Heads of appropriate Career Services concerning the assignment of personnel to such positions; and
- (3) Evaluating the performance and potential of employees who are assigned to their organizations.

b. HEADS OF CAREER SERVICES

Heads of Career Services are responsible for:

- (1) Recommending assignment actions which affect either employees or positions identified with their Career Services. The assignment of an employee in one Career Service to a position identified with another Career Service will be for a stated minimum period of time as agreed to by the Heads of both Career Services. In the case of such assignments, action to reassign an individual before he has completed the stated minimum period of time in the assignment will also require approval by the Heads of both Career Services.
- (2) Ensuring that the Career Service Grade Authorization is not exceeded.

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c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

- (1) Providing assistance to Operating Officials and Heads of Career Services in connection with the definition of the duties, responsibilities, and qualifications requirements of positions and the evaluation of personnel qualifications;
- (2) Providing assistance to Operating Officials and the Heads of the Career Services in connection with the evaluation of qualifications and the selection of individuals for assignment;
- (3) Approving those actions which conform to the provisions of this regulation;
- (4) Periodically determining and reporting the status of Career Service Grade Authorization for each career service.

5. PROCEDURES

Requests for assignment action will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No. [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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## PROMOTION

Rescission: CIA Regulation [REDACTED] dated 30 April 1954

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#### 1. GENERAL

This regulation states policy and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15.

It does not apply to promotions involving grades GS-16, 17, and 18, or to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

#### 2. POLICY

The promotion of Agency employees will be based on a competitive evaluation of their accomplishments, qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

- a. Employees who have completed the minimum Agency requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

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- b. Normally, an employee's grade will correspond to the grade authorized for the position to which assigned. However, when the Head of a Career Service has selected an employee for promotion on a competitive basis and it is in the best interests of the Agency not to reassign him at that time to a position which will accommodate his promotion, he may be promoted in his current position above the grade of that position subject to the controls prescribed by this regulation. If an employee is in a position of a grade lower than his current grade, he must be reassigned to a position appropriate to accommodate a proposed promotion action.
- c. Promotions will be limited to one grade except where promotions of two grades within the grade range GS-5 through GS-11 have been specifically recommended by the Head of the Career Service concerned.

3. CAREER SERVICE GRADE AUTHORIZATION (CSGA)

The Career Service Grade Authorization (CSGA) is a tabulation by grade of all authorized General Schedule positions which have been identified with each Career Service in accordance with [REDACTED]. The CSGA represents the basis for planning and controlling the grade level distribution of the members of each Career Service and provides a guide for maintaining personnel assets in balance with personnel requirements. The grade distribution of all members of each Career Service together with the assimilated GS ranks of those military personnel who are assigned to General Schedule positions designated to the Career Service, may equal but not exceed the Career Service Grade Authorization.

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4. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the performance of employees under their jurisdiction and for making recommendations to the heads of appropriate Career Services, through normal command channels, concerning the promotion of such employees, according to the provisions of this regulation.

b. HEADS OF CAREER SERVICES

(1) Heads of Career Services are responsible for the consideration of all personnel in their Career Services for promotions on a competitive basis and for requesting the Director of Personnel to effect promotions. The fact that promotion actions are recommended constitutes a certification by the head of the Career Service that the individuals have been found through competitive evaluations to be the best qualified of those within the zone of consideration. Competitive evaluations will be based on comparison of the qualifications of each employee within the zone of consideration against all others in his grade with due consideration given to such factors as:

- (a) Experience
- (b) Skills and abilities
- (c) Performance and other elements as reflected in his Fitness Report
- (d) Training
- (e) Education
- (f) Length of service

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- (g) Career Staff membership
  - (h) Any other factors which might be pertinent to the individual's future relationship with the Agency.
- (2) Heads of Career Services will ensure that the grade distributions of employees in their Career Services and military personnel assigned to positions designated to their Career Service does not exceed the Career Service Grade Authorization for their service.
- c. DIRECTOR OF PERSONNEL
- The Director of Personnel is responsible for:
- (1) Ensuring compliance with the regulation by continuous evaluation of the Agency's promotion program.
  - (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this regulation.
  - (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this regulation.
  - (4) Assisting Operating Officials and Heads of Career Services in the reassignment to appropriate positions and at appropriate times of personnel who have been promoted under this regulation to a grade higher than the grade of the position they hold.
  - (5) Periodically determining and issuing a tabulation of the status of Career Service Grade Authorizations.
  - (6) Recording and disseminating the qualification requirements of all Agency positions to be used as a basis for reviewing promotion requests.

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# 5. AGENCY LENGTH OF SERVICE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below:

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through 6	6
GS-7 through 11	12
GS-12 and 13	18
GS-14	24

# 6. AGENCY QUALIFICATION REQUIREMENTS

An employee must be qualified to perform the duties of a higher graded position to which his promotion is recommended. If an employee is being promoted and retained for the time being, in the best interests of the Agency, in a lower graded position, he must be qualified to perform work in the occupational category and grade level to which he is promoted. When an employee is being considered for promotion to a position for which qualification requirements are prescribed in Handbook [REDACTED] these requirements will be used as the basis for evaluating his qualifications.

# 7. PROCEDURES

Requests for promotion will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No. [REDACTED]

# 8. EXCEPTIONS

- a. Recommendations for promotions which involve exceptions to the policies, requirements, or procedures in this regulation will be forwarded to the

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Director of Personnel by the Head of the Career Service concerned in a memorandum of justification attached to Standard Form 52, Request for Personnel Action. The Director of Personnel will finally approve or disapprove recommendations for exceptions, subject to review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that the promotion is warranted on the basis of circumstances such as:

- (1) An employee was initially employed at a grade below that for which he was qualified; or
  - (2) An individual is qualified for promotion based partly on his experience prior to his entry on duty; or
  - (3) Such exception is necessary to recognize and utilize an employee's outstanding ability.
- b. Exception to the policies of requirements or procedures of this regulation will not be approved, on any basis, when such exception would cause the Career Service Grade Authorization (CSGA) to be exceeded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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30 January 1956

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PROMOTION

Rescission: CIA Regulation [REDACTED] dated 30 April 1954

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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30 January 1956

MEMORANDUM FOR: Deputy Director (Intelligence)  
Deputy Director (Plans)

SUBJECT: Identification of T/O Positions With a Career  
Service and Board or Panel

25X1A 1. Regulation [REDACTED] the CIA Career Council and Career Services, as revised on 15 December 1955, provides in paragraph 4, d, (2) that Deputy Directors will designate positions on their Tables of Organization according to the functional and organizational relationship of each position to a Service and Board or Panel. The purpose of this memorandum is to outline procedures and responsibilities for the assignment of position designations.

25X1A 2. The primary purpose of the Service, and Board or Panel designations, listed in [REDACTED] is to identify each staff employee and staff agent with the Career Service and Board or Panel to which he is assigned. In most instances, these same symbols will serve equally well to identify positions by Career Service and Board or Panel. However, Deputy Directors are not restricted to the use of these specific symbols in identifying positions if they find that other symbols will be more useful in distinguishing between different types of positions under the jurisdiction of a given Service, and Board or Panel. In any case, position designations must be limited as at present, to two letters, the first of which will identify the Service. Upon submission of Tables of Organization indicating position designations, Deputy Directors will attach definitions of all designations used, which will become official when published in an appropriate regulation. The Director of Personnel will provide staff assistance to Deputy Directors in defining position designations and in designating positions.

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3. Deputy Directors, in their capacity as members of the Career Council, have agreed that the following procedures, together with the assignment of responsibilities indicated below, are required to implement this policy.

a. Assignment of Initial Position Designations to T/O Position

(1) The Director of Personnel will furnish Deputy Directors with a current copy of their Tables of Organization.

(2) Deputy Directors will review the positions on their T/O's and record an appropriate position designation for each position.

(3) Deputy Directors and Operating Officials will coordinate with Heads of Career Services to ensure appropriateness of position designations as to Service and Board or Panel.

(4) Within 90 days after receipt of T/O's, Deputy Directors and Operating Officials will forward to the Director of Personnel the completed T/O's showing the position designation assigned to each position together with a definition of the various position designations used.

(5) The Director of Personnel will authenticate the definitions of position designations and the assignment of position designations to T/O positions, will maintain the official records of the designations assigned to T/O positions and provide periodic reports of positions designated to each Service and Board or Panel.

b. Changing of Position Designations

Action to change a position designation may be desirable from time-to-time due to functional changes in the job, changes in organizational responsibility or by agreement between the Operating Officials and Career Services concerned.

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L. K. WHITE

(Support)

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MINUTES

OF THE

CIA CAREER COUNCIL

18th Meeting, Thursday, 9 February 1956, 4:00 p.m.  
Room 115, Administration Building

Present: Lyman B. Kirkpatrick, IG, Acting Chairman

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[REDACTED] C/OC-A, Alt. for D/CO, Member  
[REDACTED] DD/P, Alt. for DD/F, Member  
[REDACTED] A/DDI/AD, Alt. for DD/I, Member  
[REDACTED] AD/TR, Alt. for DTR, Member  
[REDACTED] D/Pers, Alt. for D/Pers, Member

Lawrence K. White, DD/S, Member

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[REDACTED] Executive Secretary  
[REDACTED], Reporter

Guests

Members and Consultants of the ad hoc Committee on  
Foreign Language Development

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[REDACTED] OTR  
[REDACTED] /P  
[REDACTED] EC  
[REDACTED] DD/S  
[REDACTED] OTR

1. The minutes of the 17th Meeting of the CIA Career Council were approved as distributed. It was confirmed that the DDCI had established the policy that no numerical or adjectival rating be computed from Fitness Reports. It was also confirmed that in the event of a Reduction in Force, which was extremely unlikely, it was the intent of the presentation at the previous meeting that all personnel would compete on a World-wide basis and that there would not be separate competitive areas for the DD/I, DD/P and DD/S.

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2. The "Foreign Language Development Program" was discussed in detail. It was recognized that a) it would take some time to get the program under-way with respect to enlarging the training facilities and qualifying persons to receive the incentive award, and b) the legality of paying a monetary bonus or award had not yet been established with finality. There was discussion of the difficulty that would be encountered in establishing world-wide requirements for language competences. It was agreed that this was the final responsibility of the Director of Personnel along with his responsibility for job qualifications, but that he could only do it with the assistance of the Heads of Operating Components and of the Language Training Staff. The scale of awards was discussed and tentatively approved. It was agreed that unless language was made part of a duty assignment, no great results from the program should be expected since it has been demonstrated that most persons can not learn a language adequately in their spare time. It was agreed that the Staff Study be accepted and forwarded to the Director for his approval, and that the Regulation be referred back to Regulations Control Staff for editorial and technical revision and that it be published after coordination with the Office of Personnel, the Office of Training and the Language Task Force.

3. It was agreed that the problem of election of category or status by Agency military reservists would be mentioned at the Director's Senior Staff meeting on the following Monday.

\* 4. The question of "Identification of Positions on T/O's" and the proposed new Assignment and Promotion regulations were discussed. The Council reserved judgment on these matters until it could reconsider the Career Service Grade Authorization mechanism which had been contained in the Staff Study "Revised Personnel Promotion and Assignment Policies". This Staff Study had been approved by the Council on 10 November and subsequently by the Director on 27 November. The Council urged that a simpler mechanism to achieve the same ends be found if possible. The proposed Regulations were withdrawn and the DD/S agreed to have the matter restudied and presented to the Council again at a future meeting.

5. The Council adjourned at 4:50 to meet again on 1 March 1956.

  
Executive Secretary  
CIA Career Council

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